

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 19**

**August 10, 2004**

**SUBJECT: JUVENILE ARREST TELEPHONIC NOTIFICATIONS - REVISED**

**PURPOSE:** In order to ensure continued compliance with State Law, this Order revises the procedure for notifying a juvenile arrestee's parent, guardian or responsible relative that the juvenile is in custody. In addition, the Juvenile Arrest Report, Form 5.02.06, has been renamed the Juvenile Arrest Supplemental Report and revised to include sections to document that a juvenile arrestee's parent, guardian or responsible relative was notified, and that the juvenile was advised of his/her right to make phone calls. The form also includes a section to document any refusals to make phone calls by the juvenile arrestee.

**PROCEDURE:**

**I. JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 5.02.06 - REVISED.** The Juvenile Arrest Report, Form 5.02.06, has been renamed the Juvenile Arrest Supplemental Report and revised to include the following:

- \* A section to capture applicable information from the officer notifying the arrested juvenile's parent, guardian or responsible relative that the juvenile is in custody;
- \* A section to capture applicable information from the officer advising a juvenile arrestee of his/her right to make three telephone calls within three hours, two within one hour of the time he/she was taken into custody; and,
- \* A section indicating a refusal by the juvenile to make the allowed phone calls.

**A. Use of Form.** The use of this form has not changed.

**B. Completion.** Current completion procedures remain in effect, with the following additions:

- \* A section reminding officers of the importance to notify a juvenile arrestee's parent, guardian or responsible relative that the juvenile is in custody and at the location of confinement. The officer making the notification shall write his/her name, serial number and date/time of the notification in the "PARENT, GUARDIAN OR

RESPONSIBLE RELATIVE NOTIFICATION" section of the Juvenile Arrest Supplemental Report; and,

- \* A section that reminds officers to immediately advise a juvenile arrestee that he/she has the right to make at least three telephone calls within three hours from the time of arrest, two of which shall be made within one hour of being taken into custody. The officer who advises the juvenile arrestee of his/her right to make the phone calls shall write their name, serial number and date/time in the "PHONE CALLS" section of the Juvenile Arrest Supplemental Report.

When a juvenile arrestee refuses to make a phone call to a parent, guardian, responsible relative or attorney, officers shall mark the check box next to the individual to whom (i.e., parent/guardian, responsible relative, attorney) the phone call was refused.

**C. Distribution.** Distribution of this form has not been changed.

**II. NOTIFICATION TO PARENTS - JUVENILE ARREST.** When an officer takes a juvenile arrestee to a place of confinement (i.e., Area station, juvenile detention center, etc.), the officer shall take immediate steps to notify the juvenile's parent, guardian or responsible relative that the juvenile is in custody and of the location where the juvenile is being held.

**III. TELEPHONE CALLS - JUVENILE IN CUSTODY.** When a juvenile arrestee is taken to a place of confinement, the arresting officer shall immediately, except when physically impossible, and no later than one hour after the juvenile was taken into custody, advise the juvenile that he/she has the right to make at least three telephone calls from the location where he/she is being held. Officers shall ensure that two telephone calls (one to a parent, guardian, responsible relative or attorney) are completed as soon as possible, but no later than one hour from the time the juvenile was taken into custody. Calls made within the local dialing areas shall be made at City expense. When a juvenile arrestee requests to make a phone call outside of the local dialing areas by using a calling card or payphone, he/she should be allowed to do so. If the juvenile is without sufficient funds or is unable to complete telephone calls on a collect basis,

telephone calls outside the local dialing areas may be made at City expense at the discretion of a supervisor.

**FORM AVAILABILITY:** The Juvenile Arrest Supplemental Report, Form 5.02.06, will be available for ordering from the Department of General Services, Distribution Center, in approximately 90 days, and will be placed on the Local Area Network (LAN). A copy of the form is attached for duplication and immediate use. The previous version of this form shall be marked "obsolete" and placed in the divisional recycling bin.

**AMENDMENTS:** This Order amends Sections 4/218.80, 4/658.17 and 5/5.02.06 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
**Chief of Police**  
Attachment

**DISTRIBUTION "A"**

**JUVENILE ARREST SUPPLEMENTAL REPORT**

(Use this sheet as next to last page of Arrest Report.)

SUBJECT'S NAME (LAST, FIRST, M.I.)		D.O.B.	J No.	CII No.
			Booking No.	DR No.

**PRIOR RECORD.** Juvenile Automated Index printout must be attached.  
 ADRIS checked for missing status & CWS for warrants? ☐ Yes ☐ No

ON PROBATION	<input type="checkbox"/> YES <input type="checkbox"/> NO	Office	Probation/Parole/DPSS Officer	PDJ No. (Probation Dept. J No.)	Juvenile Court J No.
ON PAROLE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
ON DPSS	<input type="checkbox"/> YES <input type="checkbox"/> NO				

**PARENT, GUARDIAN OR RESPONSIBLE RELATIVE NOTIFICATION:** When a juvenile arrestee is taken to a place of confinement, the arresting officer shall take immediate steps to notify the arrestee's parent, guardian, or responsible relative that the juvenile is in custody and of the location where the juvenile is being held.

Parent, Guardian or Responsible Relative Notification by: Name Serial No. Date Time

**PHONE CALLS:** The arresting officer shall be responsible for immediately advising the juvenile of the right to complete three telephone calls within three hours of the time of arrest. Officers shall ensure that two of the telephone calls are completed WITHIN ONE HOUR AFTER TAKEN INTO CUSTODY – ONE TO AN ATTORNEY AND ONE TO PARENT, GUARDIAN, RESPONSIBLE RELATIVE, OR EMPLOYER.

Phone Calls Advised by: Name Serial No. Date Time

Date/Time	Phone No.	Relationship	Person Actually Contacted	Employee Present / Name & Serial No.

**REFUSAL:** ☐ Phone Call to Parent, Guardian, Responsible Relative or Employer Refused.  
☐ Phone Call to Attorney Refused.

Booking Approved By	Detention Approved By	Division of Citeback / Date & Time	PHOTOS	PRINTED
			Y N	Y N

**RESPONSE TO ADMONITION OF MIRANDA RIGHTS.** After the admonition of rights is given, read verbatim per Form 15.03, it shall be ascertained if the juvenile understands these rights. However, the waiver of the rights shall not be sought until the juvenile is to be interrogated. Answers shall be documented verbatim.

Document the juvenile's responses to the admonition of Miranda rights:  
 1. 2. 3. 4. If the waiver of rights is sought, the following can then be asked:  
 Do you want to talk about what happened? ☐ Yes ☐ No

**IF DETAINED,** indicate facts that support the reason for detention.

Continue on Reverse Side

Comments of Investigating Officer


Location of Interview	Date & Time of Interview	<input type="checkbox"/> ADMITS <input type="checkbox"/> DENIES	Adult Present at Interview	Relationship
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**STATEMENTS OF SUBJECT.** NOTE: If subject is under 14, list all facts & statements that indicate subject knew wrongfulness of act[s] (Gladys R.).

Officer Taking Statement: Serial No.


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